

BLOOMFIELD TOWN PLAN AND ZONING COMMISSION

SITE PLAN, SPECIAL PERMIT, SUBDIVISION AND ZONE CHANGE SUBMISSION REQUIREMENTS

All site plan, special permit and subdivision submissions shall be accompanied by five copies of a plan prepared to A-2 standards and sealed by a Land Surveyor registered in the State of Connecticut according to the Bloomfield Zoning Regulations. All proposed site plan improvements must be sealed by a Professional Engineer.

Five copies of the site plan, special permit and subdivision submissions shall accompany all applications to the Commission and shall be submitted on sheets no larger than 24 x 36 inches in size. For applications which also will be submitted to the Bloomfield Inland Wetlands and Watercourses Commission, a total of seven sets shall be submitted.

In addition to these plans, 10 copies of a site plan or subdivision plan reduced to 11 x 17 inches or 12 x 18 inches shall be submitted. For applications which also will be submitted to the Bloomfield Inland Wetlands and Watercourses Commission, a total of 20 plans shall be submitted.

Revised

7/08/16

BLOOMFIELD TOWN PLAN AND ZONING COMMISSION

Type of Application

- | | |
|--|-----------|
| <input type="checkbox"/> Site Plan | \$ 210.00 |
| <input type="checkbox"/> Revised Site Plan (addition or change to existing building or site) | \$ 210.00 |
| <input type="checkbox"/> Special Permit (public hearing required)* | \$ 260.00 |
| <input type="checkbox"/> Sign Permit** | \$ 110.00 |
| <input type="checkbox"/> Flood Management | \$ 160.00 |

* A sign must be posted on the site for ten days prior to the public hearing.

**Only if not previously presented as part of a site plan or special permit application.

Applicant (to whom notices will be sent)

Daytime Phone #

Mailing Address

E-mail Address

Owner (if different from applicant)

Daytime Phone #

Owner's Address

E-mail Address

Applying as ☐ Owner ☐ Developer ☐ Agent ☐ Other

Location of Site _____ Zone _____

Applicable Section(s) of the Zoning Regulations: _____

Describe the proposed Special Permit: _____

Is the property located within 500 feet of a town boundary line? ☐ Yes ☐ No

Applicant's Signature

Date

Owner's Signature (if different from applicant)

Read the attached list of procedures and complete the Disclosure Form for all applications.

CONFLICT OF INTEREST DISCLOSURE FORM

(This form is required for all applications and must be notarized. Complete all sections, indicate N/A if not applicable and use additional sheets if necessary. Full disclosure is required for a complete application. Incomplete applications will not be scheduled for a hearing).

LOCATION OF PROJECT: _____

NAME OF APPLICANT: _____

IF APPLICANT IS OWNER OF RECORD, HOW LONG HAS HE/SHE OWNED THE PROPERTY ____ YEARS ____ MONTHS

NAMES AND ADDRESSES OF ALL PARTIES KNOWN TO HAVE AN INTEREST IN THIS APPLICATION/PROPERTY

OWNERS: _____

OPTIONEES: _____

OFFICERS, DIRECTORS AND MAJORITY STOCKHOLDERS OF CORPORATIONS LISTED ABOVE:

BENEFICIARIES OF ANY TRUST OR OTHER FIDUCIARY OWNERSHIP LISTED ABOVE: _____

TENANTS/PROSPECTIVE TENANTS: _____

ATTORNEYS, INCLUDING NAME OF LAW FIRM(S) AND PARTNERS: _____

FINANCIAL INSTITUTIONS OR OTHER FINANCIERS: _____

ENGINEERS, SURVEYORS: _____

ARCHITECTS: _____

BUILDERS: _____

CONSULTANTS: _____

OTHERS: _____

To the best of my knowledge, no one except those listed below has a financial interest in this application or the subject property who is an employee of the Town of Bloomfield, or an elected or appointed official of the Town of Bloomfield: _____

NAME OF APPLICANT

APPLICANT'S SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 2_____

NOTARY PUBLIC _____

DRAFT ABUTTER NOTIFICATION LETTER

[This is a draft notification letter that is to be sent from the applicant to the owners of land that is within 500 feet of the subject property. The sections in ***bold italics*** are to be filled in for each application. Letters are to be sent no less than 7 days before the hearing date. Letters are to be addressed to the property owner of record. The applicant must submit a Certificate of Mailing from the U.S. Post Office before or at the public hearing. Sections of this document in square brackets are NOT to be included in the notice letter.]

Date of this letter

Dear Property Owner:

In accordance with Section 9.12 of the Bloomfield Zoning Regulations, this letter is being sent to notify you that a public hearing has been scheduled for the application described below. You have the right to attend the public hearing, and ask questions and make comments about the application; however, you are not required to attend the hearing.

The hearing concerns the following:
[As appears on the Application Form]

Location of subject property
Description of proposal
Applicant's name and address

HEARING DATE AND PLACE:

Day and Date [to be determined by the Town Plan and Zoning Commission]

7:00 P.M.

Council Chambers, Bloomfield Town Hall
800 Bloomfield Avenue
Bloomfield, Connecticut 06002

If you should have any questions concerning this hearing, please contact José Giner, AICP, Director of Planning, at 860-769-3515.

Very truly yours,

Applicant's printed name and signature